

Minutes Accepted 11/2/2023

Charter Review Committee Minutes  
Tuesday September 26, 2023 -6:30pm  
Jaillet Meeting Room - Westwood Police Station  
588 High Street  
Westwood, MA 02090

## **Welcome**

## **Call To Order**

The meeting was called to order at approximately 6:30pm by Co-Chair Paul Fitzgerald.

## **Present**

Paul Fitzgerald-Co-Chair, Peter Cahill-Co-Chair, Nancy Hyde, John Loughnane and Dottie Powers, Town Clerk.

Ex-Officio Member: Christopher Coleman, Town Administrator & Patrick Ahearn, Town Counsel.  
Lauren Goldberg, Special Counsel.

Jessica Cole recorded the Minutes.

## **Review Charter Updates**

Attorney Goldberg was present and went through the wording changes that she came up with based on feedback from the Charter Review Committee.

2-5-1.1

Is just a clarification. The timing is important.

2-6-1

These were clean ups.

2-6-1 (b)

Should there be a set date? Flexibility is helpful.

September 15th was a question. If it is moved to August, it would limit the flexibility.

Add Petitioned Articles need to be submitted *by August 1*, was added.

2-8-1

The Charter Review Committee added:

No other quorum requirement shall be applicable at a town meeting.

There was a discussion regarding if this would be a material change, or should it be a proposed standalone Warrant Article.

Westwood's Town Meeting quorum is currently 175, which seems high given the population.

2-9-1

The Charter Review Committee agreed that they would ask the Town Moderator to attend a future meeting.

There was a discussion of the moderator's term to be a 1 or 3-year term?

3-1-1

There was a discussion if the Select Board should increase from 3 to 5. If the Select Board were to increase, there could be an impact in staffing that should be reviewed in greater detail.

3-4-1

Potential non-housekeeping, with the removal of the Director of Public Works.

4-1-1

Edit-add *elected hereunder and serve*.

4-2-1

Still questioning the 1-3 years term.

Regarding the elected Town Treasurer and Tax Collector positions, the Home Rule Petition filed with the Commonwealth is progressing, and the town is hopeful the process will be completed by the end of the calendar year.

The Charter Review Committee plans to discuss the elected town clerk position at a future meeting.

4-6-1

Change may to *shall*.

The Charter Review Committee discussed this as housekeeping.

4-7-1

Strike *maintenance*.

## Section 8-Housing Authority

4.8.1

The Charter Review Committee will propose this as a separate article.

The Committee discussed wording.

Attorney Goldberg will look at the wording further.

Chapter 5 is housekeeping

5-1-3

Add: Members shall serve without compensation.

Remove shall serve without compensation from each Board.

5-6-1

There is quorum language here because of the size of the Board.

## Chapter 6

6-2-1

The Charter Review Committee proposed the following:

(i) The Select Board will set the amount.

(t) Changed some wording if the Town Administrator is absent.

(z) Reflects current practices.

6-4-2

Attorney Goldberg stated that these reflect best practices.

## Chapter 7

The Charter Review Committee will propose this as a separate article.

### Section 3-Finance & Warrant Commission

The Charter Review Committee will propose this as a separate article.

### Section 4

The Charter Review Committee discussed if the town would continue to have a Personnel Advisory Board.

### Section 5-Permanent Building Commission

## Chapter 10-Town By-Laws

Attorney Goldberg stated that this is technical and the changes will make it consistent with State Law

## Chapter 11

Chapter 12-Charter Revision  
Attorney Goldberg made the changes to make it simplified.

**Discuss Charter Updates**

Technical, Substantive and Best practices were how the Charter Review Committee discussed the updates.

Mr. Coleman will invite the Town Moderator and the Permanent Building Commission Chair.

Town Meeting is the legislative Law.

The Charter Review Committee asked for a placeholder at the November Select Board meeting.

Attorney Goldberg will turn over the adjustments.

**Discuss and vote on future meeting dates.**

October 12, 2023 at 6:30pm in the Jaillet Meeting Room.

**Approval of Minutes: June 1, 2023, June 14, 2023 & June 15, 2023**

Upon a motion made by Ms. Hyde and seconded by Mr. Cahill, the Charter Review Committee voted in favor (4-0-1) to accept the minutes from June 1, 2023 as presented.

Upon a motion made by Mr. Loughnane and seconded by Ms. Hyde, the Charter Review Committee voted in favor (4-0-1) to accept the minutes from June 14, 2023 as presented.

Upon a motion made by Mr. Loughnane and seconded by Ms. Hyde, the Charter Review Committee voted in favor (4-0-1) to accept the minutes from June 15, 2023 as presented.

**Public Participation**

None.

**Other Business not anticipated by the Chair**

None.

**Adjournment**

Upon a motion made by Mr. Loughnane and seconded by Ms. Hyde, the Charter Review Committee voted in favor (5-0) to adjourn at 8:55pm.